

PROCEDURES FOR RESPONDING TO UNSOLICITED PROPOSALS

The following process will be used by the City of Hampton in reviewing and responding to unsolicited proposals regarding the purchase, lease, or development of City-owned property for non-public use. (Unsolicited proposals for public use fall under the restrictions of the PPEA Act of 2002.)

A proposal will be considered if it is determined to be financially feasible, in conformance with City goals and development objectives, and the property is not land banked for future use; and not scheduled for solicitation through the RFP/RFQ or competitive negotiations process.

Each request must contain, at a minimum, the following information with documentation suitable for evaluation:

1. A letter of interest indicating the developer's interest and commitment to develop the parcel.
2. The developer shall submit a written detailed description of the proposed development including the types of uses, square footage of each use, and the development objectives.
3. Developers shall submit a financial plan for the proposal including acquisition costs; site development and building construction costs; professional fees; sources and amounts of equity, construction and permanent financing; indication of tenancy interest or commitments; and other sources of operating income. Developers should submit any additional information or financial data which would assist in evaluating the financial viability of the proposal (i.e., tax revenues or other income generations). The plan should also indicate projected employment levels and construction timetable (from start to completion). A marketing plan may be required.
4. Developer shall indicate price to be paid for the real estate and any terms or contingencies. The staff may require the developer to provide a fair market value appraisal of the property.
5. The developer shall submit a statement of qualifications of the development team including resumes of key individuals and examples of previous development work. Qualifications of the project architect should also be submitted with examples of previous work. Please indicate whether the development team has worked together on past projects. The developer should also provide a recent certified financial statement.
6. The developer shall submit drawings illustrating the design character of the development. The submission shall include, at a minimum, a site plan indicating site location, building location, parking plan, landscaping and other

uses; building elevations and floor plans; and an architectural rendering of the development may be required.

EVALUATION CRITERIA

Staff will provide a recommendation based on the following evaluation criteria.

1. Conformance of development proposal with City plans, policy and objectives.
2. The qualifications and experience of the developer and project team/consultants.
3. Project economics – Economic feasibility of the project, revenue generation/job creation and other economic impacts.
4. The overall quality of the design concept.
5. The financial offer and other income generated to the City.
6. The overall development and construction schedule.
7. Adequacy of promotion, marketing, and management plans, as applicable.

REVIEW PROCESS

1. City staff will submit the proposal with recommendations for vetting before the City Manager's Economic Development Task Force
2. The proposal may then be forwarded to the Finance Committee for further vetting if recommended by the Task Force.
3. Once recommendations are received from the Task Force and/or the Finance Committee, the matter will be set for discussion with Council in closed session.
4. Council may direct staff to (a) proceed with the drafting of appropriate documents and place on Council's agenda for a public hearing (required under VA. Code 15.2-1800); (b) direct staff to renegotiate certain deal points and come back to Council with a revised proposal; (c) direct staff to reject the proposal; or (d) direct staff to reject the proposal and schedule the property for solicited proposals to which the developer may respond.

Based on a review of materials submitted, the City reserves the right to request additional information or request modifications or to reject all proposals.

Please note that an unsolicited proposal will not be scheduled for an RFP/RFQ or a competitive negotiations process unless directed by City Council.

Please submit the proposal to:
Director of Economic Development
City of Hampton
1 Franklin Street, Suite 600
Hampton, VA 23669.